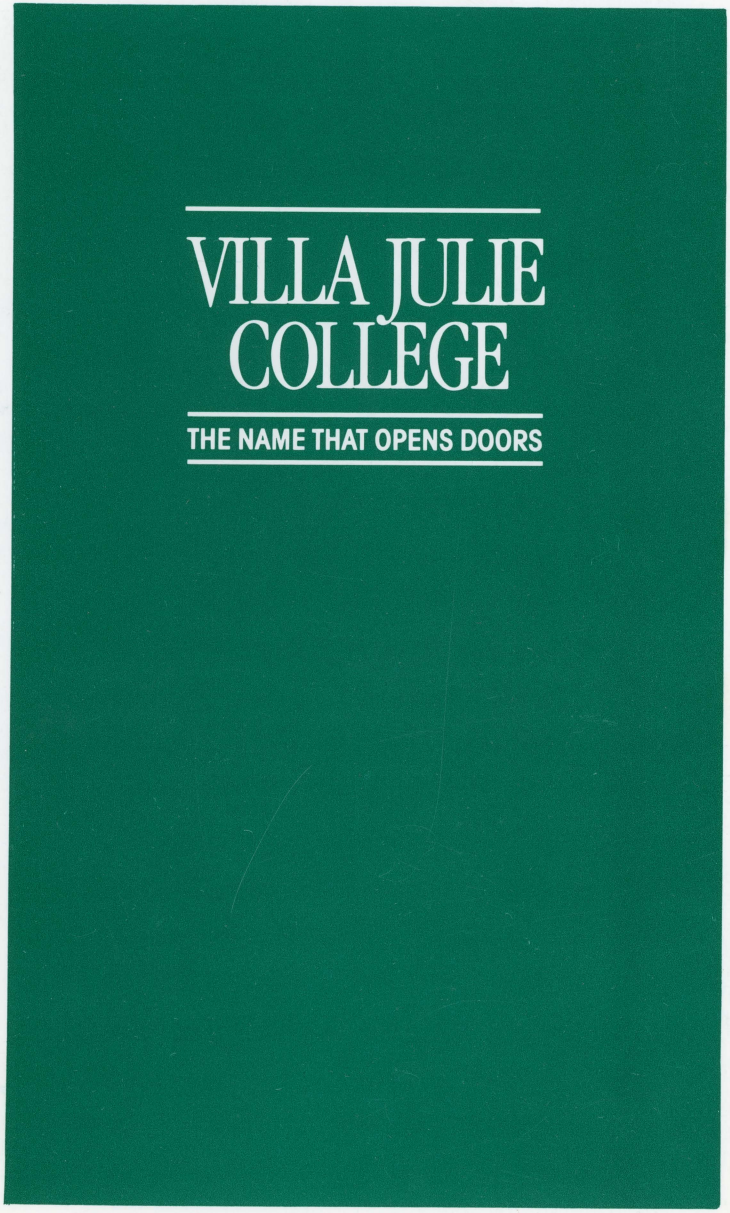
1993-1995 STUDENT HANDBOOK



FOR READY REFERENCE

To call the college

The telephone number is (410) 486-7000. The switchboard is open from 7:30 a.m. to 10 p.m. on Monday through Thursday, from 7:30 a.m. to 5 p.m. on Friday, and from 8:30 a.m. to 4:00 p.m. on Saturday. Hours vary during summer months and in January. Messages received for students will be placed in their mailboxes. Faculty and students will be called from classes for *emergency reasons only.*

Additional numbers for the college:

486-7001 - Admissions Office
486-7003 - Career Services

Pay phones are available for student use. Their locations are:

486-9869 - Student Center
486-9872 - Lobby, Learning Resources Center
486-9793 - Learning Resources Center, near stairway leading to college theatre

What to do in case of snow or other inclement weather

Special radio announcements in the name of Villa Julie College will be made when the college is to be closed, or classes are to be late, because of snow or other inclement weather. On such days students are urged to tune in early in the morning to WBAL or other local radio stations for announcements.

Morning classes. Sometimes, when weather conditions are bad but not severe enough to warrant closing the college, the first one or two hours may be cancelled. But, to be sure, all students are urged to listen to early morning radio announcements.

Afternoon classes. When necessary, because of changing weather conditions, special radio announcements concerning afternoon classes will be made later in the morning in the name of Villa Julie College.

Evening classes. Special radio announcements for Villa Julie will be made after 4 p.m. if evening classes are cancelled. Otherwise, school as usual. Listen to the radio stations and be guided accordingly, so the college switchboard will not be flooded. Your cooperation will be appreciated.

Holidays observed by the college

1993-94 (Fall Semester)
Labor Day 9/6(M)
Columbus Day 10/11(M)
Thanksgiving 11/24-27
(W, Th, F, & S)
Christmas Holidays and
Intercession 12/20(M)
thru 1/21(F)

1993-94 (Spring Semester)
Martin Luther King Holiday 1/17(M)
President's Day Holiday 2/21(M)
Spring Break 3/14-3/19(M-S)
Good Friday 4/1(F), 4/2(S)

1994-95 (Fall Semester)
Labor Day 9/5(M)
Columbus Day 10/10(M)
Thanksgiving 11/23-26
(W, Th, F, & S)
Christmas Holidays and
Intercession 12/19(M)
thru 1/20(F)

1994-95 (Spring Semester)
Martin Luther King Holiday 1/16(M)
President's Day Holiday 2/20(M)
Spring Break 3/20-3/25(M-S)
Good Friday 4/14(F), 4/15(S)

CAMPUS LIFE
COLLEGE POLICIES
GENERAL REGULATIONS

Students are responsible for reading and complying with information contained in this handbook.

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GREETINGS FROM THE PRESIDENT

My dear students,

Welcome to Villa Julie. The time you spend here should be for you a time of intensified learning, growth, much joy, and great personal fulfillment.

As you progress through your Villa Julie experience, you can have the satisfaction of knowing that you are attending a unique college, one that specializes in career preparation along with a solid liberal arts undergirding, a college with a wide reputation for excellence.

This handbook is designed to help you over the rough spots. For the questions it does not answer, your instructors, the entire staff and I will be glad to help you. Don't hesitate to ask us.

These years, short as they will seem when you look back on them, are precious. They represent your time to develop the self-confidence that is rooted in knowledge — the knowledge of yourself, of others, of our planet, indeed of the universe beyond. They are your special time of freedom to explore, to question and to learn.

The value you will get out of all this will be directly proportional to what you put into it.

Meanwhile, the faculty and I look forward to helping you achieve your best self.

Sincerely,

Carolyn Manuszak

Carolyn Manuszak
President, Villa Julie College

WELCOME FROM

THE STUDENT GOVERNMENT ASSOCIATION

Dear Fellow Students,

Hello and welcome. Life at Villa Julie College is filled with many challenges and memorable experiences. The challenges ahead may sometimes seem difficult, but with the help of fellow students, faculty, and administrators, even the seemingly impossible can be within reach.

There is much to be gained from college in addition to an academic education. College should indeed be more than just work. Involvement in extra-curricular activities makes college life a much more fulfilling experience.

To the adult returning and part-time students who will be joining us on campus this year, we extend a special word of welcome. We look forward to our association with you. We can profit from your experience and will value your input in all phases of campus life. (As a matter of fact, officers of the Student Government Association often include interested adult students.) So, if you're new on campus we hope that you will participate freely, as your time and schedule will permit.

We, of the Student Government Association, are here to serve all, but it is only with total involvement that our activities can be successful. Together we can make it happen.

Good Luck!

The Student Government Association

VILLA JULIE TRADITIONS

Welcome Picnic. September. Campus-wide celebration of a new academic year. Outdoor cookout, music. Join a club at tables set up in the Student Center. Held during the free period and then again in the evening.

U.S. Naval Academy Dance. September. An old-time favorite, Villa Julie men and women travel by bus to the Naval Academy for an evening of dancing.

Class Day. October. Classes compete in light-hearted, outdoor events, such as Water Balloon Toss, Tug-o-war, Three-legged races, Relay Races.

Variety Show. October. Performing to a "standing-room only" audience, contestants sing, dance, play a musical instrument, or lip-sink — all for fun and a grand prize awarded by the S.G.A.!

Haunted House/Bonfire. October. Ghosts, goblins, monsters and mazes transform the Student Center into a Halloween delight, while the outdoor Bonfire crackles and warms the toes. A perfect fall night indoors and out — with a disc jockey to complement the mood!

Fall and Spring Plays. November and April. If drama or comedy is your thing, each year a favorite play is presented by V.J. students and guest performers.

Flag Football. November. Classes compete in the Annual Turkey Bowl. The winners receive a trophy which is placed in the college trophy case to mark their place in V.J. history.

Holiday Party. December. A celebration of the holidays, complete with decorations, delicious nibblies, music and good cheer! All are invited during the 1:00 free period and again that evening.

Leadership Retreat. January. Held off campus, three days of sessions, brainstorming, and relaxation. Open to all campus organization officers and anyone seriously interested in leadership development.

Art Auction. March. Paintings, prints, and objects d'art are exhibited. Sample gourmet delicacies, enjoy the spirited conversations, and bid on the selection of your choice.

Student Art Show. February and March. Villa Julie students' works are displayed in the Art Gallery, featuring design, color, drawing, painting and printmaking. In May, Villa Julie Art Majors exhibit their works. An opening reception celebrates their achievements.

Activities Awards Luncheon. April. A popular, spring, mid-day delight. Students active in extra-curricular activities are honored at a sit-down luncheon, complete with certificates, flowers and balloons.

All Male Review. April. V.J.'s male students are featured in a light-hearted competition of personality, casual wear, and formal wear. Escorted by their dates dressed for the Formal, contestants vie to be crowned "Mr. Villa Julie." Held during the 1:00 free period.

Spring Formal. May. Students, faculty, and guests dine and dance for an evening at a popular hotel ballroom. A special event for all!

May Day. May. Marks the beginning of Senior Festivities. A salute to the graduates with outdoor events, a cookout, and live entertainment. Held during the day and cookout held again in the evening.

Moonlight Cruise. May. A magical, dazzling evening under the stars, with twinkling lights and harbor sights, on the Spirit of Baltimore. For those over 21 years of age.

The Villa Julie Seal - Its Meaning

The motto of Villa Julie College is *pro discendo pro vivendo*, or "for learning and for living." The Latin phrase was fashioned by a Villa Julie professor, to denote the mission of Villa Julie College.

Beneath the motto is the ancient symbol of the pursuit of knowledge, the *lamp of learning*, whose flame of intellect and love is never extinguished.

Encircling the lamp are *an oak branch* which represents the Great Oaks on campus and the "Seven Oaks" for which the original Villa Julie property was named; and *a laurel wreath* which signifies victory and excellence.

Above the words *Villa Julie College* there is purposely no border, to symbolize the perpetual openness to truth for which Villa Julie College has been known from its founding in 1947.

Villa Julie Colors. Green and white.

Villa Julie Mascot.
The Mustang, symbolic of the beautiful horse country where Villa Julie College is located.

ACADEMIC CALENDAR 1993-1994

First Semester

August
23-24 (M,T) Final Registration

September
1 (W) Classes begin, 8AM
6 (M) Labor Day Holiday
8 (W) Last day to add a class

October
11 (M) Columbus Day Holiday
22 (F) End of First Quarter

November
5 (F) Last day to drop a class
24-27 (W-S) Thanksgiving Holiday

December
13-18 (M-S) First Semester Examinations

Second Semester

January
17 (M) Martin Luther King Holiday
19 (W) Final Registration
22 (S) Classes begin, 8AM
28 (F) Last day to add a class

February
21 (M) President's Day Holiday

March
11 (F) End of Third Quarter
14-19 (M-S) Spring Break

April
1 (F) Good Friday Holiday
2 (S) College Closed
7 (Th) Last day to drop a class

May
16-21 (M-S) Second Semester Examinations
26 (Th) Commencement

ACADEMIC CALENDAR 1994-1995

First Semester

August
23-24 (T,W) Final Registration
31 (W) Classes begin, 8AM

September
5 (M) Labor Day Holiday
7 (W) Last day to add a class

October
10 (M) Columbus Day Holiday
21 (F) End of First Quarter

November
4 (F) Last day to drop a class
23-26 (W-S) Thanksgiving Holiday

December
12-17 (M-S) First Semester Examinations

Second Semester

January
16 (M) Martin Luther King Holiday
18 (W) Final Registration
21 (S) Classes begin, 8AM
27 (F) Last day to add a class

February
20 (M) President's Day Holiday

March
17 (F) End of Third Quarter
20-25 (M-S) Spring Break
31 (F) Last day to drop a class

April
14 (F) Good Friday Holiday
15 (S) College Closed

May
15-20 (M-S) Second Semester Examinations
25 (Th) Commencement

WHERE TO GO FOR ANSWERS TO SPECIFIC QUESTIONS

FOR	WHO	WHERE
Academic		
Academic Matters	Dean of College/ Faculty Advisers	Administration Wing/ Faculty Offices
Academic Program	Faculty Adviser	Faculty Offices
Absence of Instructor	Dean of College	Administration Wing
Accreditation of College	Dean of College	Administration Wing
Faculty Office Hours	Posted on Their Doors	Faculty Offices
Transfer Information	Asst. to the Dean	Library Faculty Office
Tutoring	Dir. of Learning Laboratory	Knott Hall
Withdrawal from College	Registrar	Administration Wing
Admissions		
Admissions	Director of Admissions	Founder's Hall
Financial Aid	Dir. of Financial Aid	Founder's Hall
Alumni		
Activities	Alumni Coordinator	Library Offices
Reunions	Alumni Coordinator	Library Offices
Business		
Fees, Charges, Tuition	Business Officer	Administration Wing
Career Services		
Full & Part-time Jobs	Dir. of Career Serv.	Student/Faculty Exchange
Career Planning	Dir. of Career Serv.	Student/Faculty Exchange
Discover Computer-based career guidance system	Dir. of Career Serv.	Student/Faculty Exchange
Evening School		
Academic Advising	Dir. of Evening/ Weekend Sessions	Library Offices
Evening Program Info./ Saturday Classes	Dir. of Evening/ Weekend Session	Library Offices
Library		
Library	Librarians	Library
Reference Materials	Librarians	Library
News-Public Relations		
News & Story Tips	Dir. of Pub. Relations	Administration Wing
Personal Needs		
Books and Supplies	College Store	Carriage House, First Floor
Counseling Services	Counselor	Carriage House, Second Floor
Health Services	Dir. of Student Activities	Carriage House, Second Floor

WHERE TO GO FOR ANSWERS

TO SPECIFIC QUESTIONS

FOR	WHO	WHERE
***Personal Needs** (Continued)*		
I.D. Cards	Student Activities Sec.	Carriage House, Second Floor
Illness or Injury	Dir. of Student Activities	Carriage House, Second Floor
Lockers	Phys. Ed. Dept.	Student Center, Ground Floor
Lost and Found	Student Activities Sec.	Carriage House, Second Floor
Policy Questions		
College Policy	President	Administration Wing
Grievances	President/Vice Pres.	Administration Wing
Student Rights and Responsibilities	Dir. of Student Activities	Carriage House, Second Floor
Records		
Address Change	Registrar	Administration Wing
Course Changes	Registrar	Administration Wing
Grades	Registrar	Administration Wing
Transcripts	Registrar	Administration Wing
Security/Parking		
Escorts	Business Office/Evening Secretary	Administration Wing
Parking	Business Office/Evening Secretary	Administration Wing
Student Activities-Sports		
Athletic Equipment	Coord. of Phys. Ed.	Student Center, Ground Floor
Clubs and Activities	Dir. of Student Activities	Carriage House, Second Floor
Off-Campus Housing	Dir. of Student Activities	Carriage House, Second Floor
Social Activities	Dir. of Student Activities	Carriage House, Second Floor
Sports Activities	Coord. of Phys. Ed.	Student Center, Ground Floor
Student Government	Dir. of Student Activities	Carriage House, Second Floor
The College Store	Manager of College Store	Founder's Hall, First Floor

ADMINISTRATIVE STAFF

Villa Julie College staff maintains an open-door policy for student inquiries throughout the year. Office locations are posted on the official bulletin boards.

President ..... Carolyn Manuszak
Executive Assistant to the President ..... Sharon Paul
Assistant to the President ..... Marianne Slusher
Vice President and Dean of the College ..... Rose Dawson
Assistant Dean and Chairman of
the Math and Science Divisions ..... Joseph Brusini
Assistant Dean and Chairman of
the Business Communication Division ..... Christine Noya
Director of Evening/Weekend Sessions ..... Claudia White
Assistant to the Dean ..... Cathy Brockmeyer
Business Officer ..... Michael Lancaster
Assistant Controller ..... Rhonda Gerding
Accounts Receivable Clerk ..... Shirley Truscello
Human Resources Coordinator ..... Sandra Vance
Directory of Security ..... Joseph Zerhusen
Registrar ..... Nikki Enos
Director of Admissions and Financial Aid ..... TBA
Director of Public Relations ..... Virginia Tanner
Director of Development ..... Orsia Young
Assistant to the Director of Development ..... Cheryl Sunderland
Director of Alumni Relations ..... Lynn Shapiro
Annual Fund Coordinator ..... Susan DeMuth
Director of Student Activities ..... Claire Moore
Director of Cooperative Education Programs ..... Robin Page
Director of Career Services ..... Bonnie Sulzbach
Counselor ..... Sue Verso
Manager of Computer Services ..... Deborah McBee
Director of Library Services ..... Peter Curtis
Public Service Librarian ..... Patricia Rickert
Technical Services Assistant ..... Robert Hall
Library/Evening Supervisor ..... Adam Mecinski

STUDENT SERVICES

The purpose of Student Services is to enhance the student's life at Villa Julie through a variety of services geared to personal and academic needs. Student services are available to full and part-time students at Villa Julie College. Evening students are asked to contact the Director of Evening Services to arrange access to any service not available during evening hours.

Career Services

The Office of Career Services assists students who are seeking career information, looking for a part-time job, preparing for an internship, or anticipating entry into the world of work.

Services include individual as well as group career counseling, workshops on resume writing, job hunting and interviewing strategies, and maintenance of an employee opportunities access file. In addition, the computer-assisted career guidance system, DISCOVER, is available to assist students in choosing and planning a career by learning more about personal interests, abilities, values and experiences. A Career Resource Library housing current, accurate information related to educational career planning and employer information is also available.

Each semester during the academic year, the Office of Career Services invites local employers to participate in our "On-Campus Recruiting Program." Students and alumni are given the opportunity to interview with employers on the college campus. During the Spring semester, the office sponsors "CareerScope." This seminar offers a first-hand look at the world of work and the careers available, as Villa Julie alumni and Maryland area employers come on campus to discuss their own work experiences. Students are encouraged to check bulletin boards throughout the semester for upcoming events.

College Store

The college store is located on the first floor of Founder's Hall near the vending machines. Students may obtain textbooks, school supplies, Villa Julie imprinted clothing and other items. The college store is open daily Monday through Thursday from 8:30 a.m. to 7:30 p.m., Friday from 8:30 a.m. to 2:30 p.m. and Saturday from 8:30 a.m. to 12:30 p.m. Additional hours will be available prior to the beginning of each semester.

Computer Services

The offices of Computer Services are located in the rear of the Learning Resource Center across from the mainframe computer room. The Villa Julie network consists of five classroom computer labs, two dedicated open computer labs, classroom computers, the Learning Lab, the Library, and the Faculty Support Center, all linked to the campus fiber optic backbone.

The dedicated open computer lab in LRC 17 is available to all students for all software applications except wordprocessing whenever the college is open. The dedicated open lab in KH 215 is available to all students for wordprocessing whenever the college is open. The classroom labs — KH 102, KH 121, KH 122, KH 123, and Mueller House — are available according to a schedule posted on

their doors. The Learning Lab in KH 201 is open according to the schedule posted on its door.

Villa Julie's computer labs are for the use of students, faculty, staff, and Administration only. These labs are for class and college assignments and are not for personal use.

Lab aides are available in the computer labs all day and every evening and weekend. The lab aides are available to all students needing assistance with computer assignments or experiencing hardware or software difficulties. The lab aides are identified by a sign placed on top of their monitor in LRC 17 and are available by phone from any lab by dialing 2410.

All students using the computer labs on weekends are required to place their Villa Julie student identification card on top of the monitor of the PC at which they are working. Students who do not have an I.D. card will be asked to leave until they obtain the card from Student Activities.

Computer Logins

Each student, faculty, and administrator must have an individual Computer Login I.D. to use the computer equipment on campus. Computer Logins are issued at no charge during the day through Computer Services or in the evening in LRC 1 with a V.J.C. Identification Card.

Counseling Service

The Counseling Services office provides assistance to students with their personal and academic concerns.

Individual counseling is available in such areas as: personal and academic concerns, learning disabilities, academic probation, and time management. Special topic workshops are offered that focus on such areas as: test anxiety, college stress, bereavement, study techniques, decision making, and health issues.

Counseling Services is staffed by a trained counselor who maintains professional confidentiality as standard ethical procedure.

Dining Services

On-campus dining needs can be fulfilled in one convenient location, the Mustang Corral, in the Student Center, with continuous dining 7:30 a.m. - 8 p.m., Monday through Thursday and 7:30 a.m. - 2 p.m. on Friday. State of the art vending machines are also available for use whenever the building is open. The Mustang Corral is operated by ARA Services, Inc.

Specialty beverages, pizza, and light lunches are also served at the Student/Faculty Exchange.

Faculty Advisers

Each student is assigned a faculty adviser who can assist in academic planning and be a source of information about a specific discipline or area of interest or experience. The adviser provides background knowledge and assists in course selection with emphasis on the student's own decision making.

Financial Aid

Villa Julie College is committed to making a quality private education affordable for our students. With this mission in mind, we have developed an extensive program of need- and merit-based awards for both full- and part-time students. In addition, VJC participates in all state and federal aid programs.

These awards may take the form of grants and scholarships that are given to the student, part-time employment on campus, or student loans that are repaid after graduation. Often, students are offered a "package" of aid that contains each of these different types of assistance.

Many aid programs are based on need, which is defined as the difference between the cost of attendance (tuition, fees, books, and living expenses) and the family's contribution (what you can afford to pay for a year). To determine need, VJC requires that students file the Free Application for Federal Student Aid (FAFSA) and the Maryland Financial Aid Form Supplement (FAF). Students must file for aid each year, and the deadline to file is March 1 preceding the fall semester.

Please consult the VJC catalog for more detailed information about programs, policies, and procedures.

Health Services

Routine first aid is provided by the Director of Student Activities. Accidents or emergencies should be reported to the Director or Student Activities or to the Evening Secretary at night who will arrange for professional care.

Identification Cards

Identification cards will be issued on Orientation Day, FREE OF CHARGE, to new students entering the college. After Orientation Day, there will be a $5 charge for issuing or replacing an I.D. card. Cards may be obtained throughout the year from the Student Activities secretary or the Evening Secretary during special evening hours at the beginning of each semester. Returning students should obtain a free validation sticker at the beginning of each semester.

An I.D. card enables students to use the services of the library, computer labs, and otherwise authorizes the students' presence on campus.

Selected stores, establishments, museums and public transportation systems throughout the area sometimes offer student discounts with the presentation of the college I.D.

Learning Lab

The Learning Lab seeks to assist students by providing the academic support services that will help them succeed in their classes. It is centrally located on campus in Knott Hall, Room 201.

Any student who is currently enrolled in a Villa Julie program of study is eligible to receive free tutoring or other academic support. The Learning Laboratory provides: individual tutoring in any course; writing support for students enrolled in writing courses; reading help for students enrolled in reading courses; academic support for students for whom English is a second language and a review of study skills for all students.

Individual academic counseling is available by appointment. The Director and Assistant Director of the Lab are available for help in reading, study skills, writing, and to discuss concerns about classroom performance. They will help devise a plan for improvement. In addition to the Director and Assistant Director, a mathematics teacher has scheduled hours for tutoring in mathematics. Tutors in science are found in the science laboratory.

During the year the center will offer workshops in specific areas such as: Time Planning, Notetaking, Test-Taking Anxiety, Library Research, Math Anxiety (How to Rid Yourself of).

Student tutors, chosen on the basis of their excellent academic performance and their ability to relate to others, will meet individually with students. Students may come for tutoring as often as needed.

Computers and printers are provided in the lab for student use in improving writing skills and for word processing.

Lockers

The locker rooms are located on the ground floor of the Student Center. A locker may be procured through the physical education department during hours posted on the door of the physical education office, across from the locker room.

Locks are supplied by the college and should be returned to the physical education office after students have completed their physical education class or team participation each semester.

Lost and Found

Report all lost-and-found articles to the Student Activities secretary.

Mailboxes

Mailboxes are one of the most frequently used means of communication within the college. Therefore, mailboxes should be checked twice a day.

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it. Although the mailboxes are open, the right of privacy must be observed.

Off-Campus Housing Service

In addition to Villa Julie's off-campus apartment residence, the Office of Student Activities offers an Off-Campus Housing Service. This service includes: local housing listings, roommate or share file, room and board in exchange for child care and printed materials. Students with a specific request should schedule an appointment.

In providing the Housing Service information to students, it is not the college's intent to recommend or approve housing. Villa Julie College assumes no responsibility or liability for any contract or agreement between a landlord and a student.

Off-Campus Residence For VJC Students

For the convenience of out-of-town students or for students who wish to experience the independence of apartment living, the college leases an apartment

building just off Reisterstown Road and the Beltway, 4.5 miles from the campus. Each apartment is fully furnished (students need only to supply linens, food, and a telephone) and houses four Villa Julie College students. Each unit contains 2 bedrooms, a living room, kitchen, dining area, and 1 bath. The entire building houses only Villa Julie students.

The charge per student for the 1993-1994 school year is $1,500 per semester which includes utilities. A shuttle bus service operates between the apartment complex and the college campus at no extra cost.

Students who wish to apply for residence must have - and maintain - a 2.5 grade point average and must be enrolled at Villa Julie College full-time. Incoming students may obtain an application from the Admissions Office; current students may obtain an application from the Student Activities Office. The college reserves the right to determine final selection.

Two Resident Assistants will reside in the apartment complex to foster a community atmosphere, encourage positive student behavior and respond to emergencies.

Security

The Security staff is on duty during the hours that the college is open. Specific operations include: campus patrol; crime, accident and fire prevention; investigation of incidents; escort services; and traffic and parking matters. Any incidents of theft, damage, as well as suspicious persons, should be reported to the Security Office immediately. The security staff may be contacted directly, by notifying an administrative staff member, or by contacting the business office.

Showers

Showers for men and women are located on the ground floor of the Student Center in the men's and women's locker rooms.

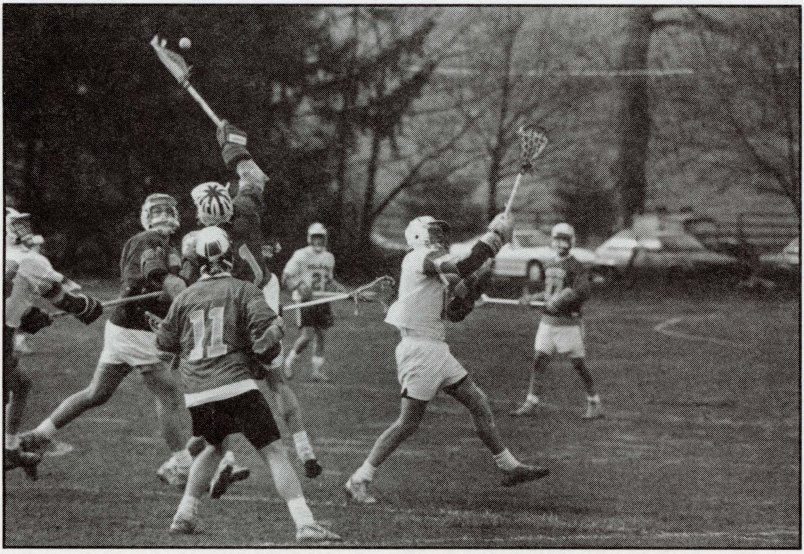
Student/Faculty Exchange

The Student/Faculty Exchange was recently remodeled and designed to provide a relaxing, comfortable place for faculty and students to study or socialize and to enjoy refreshments and light lunches. Special events are held here throughout the year, some with guest entertainers. This building is situated just adjacent to and west of the campus parking lot and houses a reading room, cafe, meeting room, and the Office of Career Services. Faculty offices are located on the second floor.

Student Tutors

Student tutors are selected on the basis of their academic achievement and ability to relate well to others. They are trained in tutoring and study skills. Arrangements for obtaining a tutor for a particular subject may be made by contacting the Director of the Learning Laboratory.

ACTIVITIES



Athletics

INTERCOLLEGIATE ATHLETICS. A variety of sports is offered for both men and women. Known as the "Mustangs," the teams are: for women — field hockey, soccer, cross country, lacrosse, golf and tennis; and for men — soccer, cross country, lacrosse, golf, and tennis. Students are eligible to earn a physical education credit by participating on a team or by serving as a team manager. All student athletes are encouraged to participate in the Intercollegiate program.

INTRAMURAL SPORTS. The intramural program provides both competitive and non-competitive sports throughout the year. The most popular intramural activities are volleyball, flag football, softball, and basketball.

College-Sponsored Events

ALL-COLLEGE MEETINGS. All-College Meetings are convened by the President of the college to develop a sense of community, to provide a forum through which to communicate the "state of the college" to students, faculty and staff, and to discuss topics of importance to the college.

BACCALAUREATE SERVICE. This is the final gathering of the graduating class before graduation. The service solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. It is a service of prayer, thanksgiving and blessing suitable for all religions. All 2nd and 4th year graduates, along with their guests, are encouraged to attend.

CAMPUS DAYS AND EVENINGS. The Admissions Office schedules days and evenings every year on which prospective students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and generally, to learn about the college on a first-hand basis.

COMMENCEMENT. The culmination of each academic year is commencement at which graduates, parents, family and friends attend the presentation of degrees and honors.

HONORS CONVOCATION. Students who have achieved high academic standing, as well as those who have been eminent in their service to the college, are honored by a general convocation of students and faculty near the end of the academic year.

LECTURE SERIES. The Lecture Series each year brings to campus outstanding speakers from many phases of life - law, medicine, politics, the arts, and media. As an integral part of the college's educational program, the series is designed to enhance and to stimulate intellectual growth. Topics are keyed to the interests and concerns of today.

Students and faculty are involved in planning and implementing this annual series of 5-6 lectures. The series is free and open to the public.

ORIENTATION PROGRAM. The Orientation Program exists to facilitate a student's transition to college life. Familiarization with the academic, social, extracurricular, and personal services available at the college are stressed.

The program begins with preregistration. Students meet with division chairmen and faculty advisers to discuss program and course selection.

Orientation activities continue in August, before classes begin, with a program designed to acquaint students and parents with the campus and to inform them of the services and resources available on campus. Members of the faculty, administration, and student body are present to welcome the new students and to review academic and general policies. A special interest session for non-traditional-age and transfer students is included.

There is also an orientation in the evening for evening and weekend students where I.D.'s, parking permits, a Library tour, and a tour of the campus provide students with the information and materials to start the semester well prepared.

College Organizations and Clubs

Twice a week the college schedules a free period to accommodate various extra-curricular activities. Meetings and work periods as well as campus interest-group events are usually scheduled during this time. Every student is cordially encouraged to participate in any one of the extra-curricular activities.

ACCOUNTING ASSOCIATION. The Association gives accounting majors the opportunity to interact with their fellow accounting majors and also with professional accountants. It provides advice to help each student achieve the employment he/she desires and assists the students in interrelating classroom experience with the workplace. Each semester members are encouraged to participate in professional, community service, fund raising, and recreational activities.

ADMISSIONS' REPRESENTATIVES. These students are recommended and chosen by faculty and staff. They work closely with the Admissions Office helping with recruitment and various Admissions events.

BLACK STUDENT UNION. The purpose of this club is to promote racial understanding on campus, as well as to foster an identity among black students. Open to all students, it is a group that endeavors to help fellow students adjust academically and socially. Through informal discussions, panel presentations, guest speakers, and community service projects, the club fosters cultural awareness among the college community.

CHILD DEVELOPMENT CLUB. The Child Development Club is sponsored by the Child Development Division and is open to all students who are interested in encouraging the creative development of young children.

Dramatic presentations and fund raising for child care agencies, sponsorship of child-related lectures and workshops, and social affairs are among the opportunities for involvement open to members.

DATA PROCESSING MANAGEMENT ASSOCIATION — VILLA JULIE CHAPTER. The objective of the Data Processing Club is to assist the student to grow personally, educationally, and professionally through involvement in the organization and running of the club as well as though participation in various club activities. The club provides tutoring services, conducts lectures on software products, visits computer installations in the area, invites guest speakers to campus and holds fund-raising activities and social events. An important feature of the Data Processing Club is its affiliation with the Data Processing Management Association (DPMA). The DPMA is an international association of data processing professionals. Villa Julie's club is a student chapter of the DPMA. Through this affiliation Villa Julie's students receive the recognition and the support of the professional members and are entitled to attend the monthly dinner meetings and various other functions conducted by this organization. This provides a link between employers and prospective employees.

THE DEBATE SOCIETY. The purpose of the Debate Society is to maximize and intensify the college experience by affording students the opportunity to debate resolutions to real community problems, while strengthening speech communication, interpersonal, and research skills. The Debate Society will include three clubs covering different aspects of debate: Cross-Examination Debate, Lincoln-Douglas Debate, and Individual Event. Application for membership is open to all students; however, members are selected on the basis of their motivation, confidence, enthusiasm, and academic achievement.

DELTA PSI OMEGA FRATERNITY AND PRACTICUM. This group hosts professional artists and visiting performers.

ENVIRONMENT CLUB. The Environment Club promotes awareness of environmental issues and activities related to these as well as health issues. All students are invited to become members. Students in science-related programs are especially encouraged to participate.

LEADERSHIP BOARD. This group is composed of all student organization presidents (club, class, and Student Government Association). They meet once a semester with the President and the Dean of the college and the Director of Student Activities to discuss the activities of each group and to provide a personal means of communication among them and the Administration.

NATIONAL STUDENT NURSES ASSOCIATION (NSNA). The Villa Julie College/Union Memorial Hospital Chapter of the NSNA is a professional club which focuses on issues that are of interest to the profession of nursing. As members of this national organization, students have the opportunity to network with health care professionals, meet and plan activities with students from area chapters, attend conventions at the state and national level, and enjoy the support and comraderie of other students in the nursing field. Activities include an Introduction and Welcome to the Nursing Program for new students, publication of a newsletter, social events, guest speakers, blood drive, and sponsoring National Nurses Week activities campus-wide.

OWL'S, (Older, Wiser, Learners). This group, for students who are adults in continuing education, provides an opportunity for them to meet and discuss mutual interests and to share experiences. OWLs sponsor lectures, luncheons and other special events at various times during the academic year.

PARALEGAL CLUB. The purpose of the Paralegal Club is to enhance interest and knowledge of the paralegal profession through programs of educational and social interaction. Members have the opportunity to participate in professional activities, listen to experts speak on legal topics, share experiences and enjoy the company of other paralegal students.

PHI SIGMA SIGMA SORORITY. Villa Julie's chapter of this national and international sorority endeavors to promote friendships and cooperation among college women of all races and creeds, to give service, to raise the standard of college ideals and to promote philanthropic efforts. Members sponsor social events, fundraisers, and participate in activities with other area chapters.

STUDENT PUGWASH U.S.A. — VILLA JULIE CHAPTER. Student Pugwash is a national educational organization which provides students with a range of programs to prepare them to better understand the social and ethical implications of science and technology. Its name was derived from Pugwash, Nova Scotia, the location of the first Conference on Science and World Affairs. Student Pugwash addresses the fact that science and technology are shaping the world in increasingly profound ways. All students are welcome to join. Round table discussions, panel presentations, attendance at state and regional conferences, social events and fundraisers are sponsored by this group.

STUDENT ADVISORS. These students are nominated by a faculty member to participate in the Student Advisor program because of their leadership potential. Student Advisors assist with Baccalaute and Commencement and welcome new students during Orientation.

Other clubs may be organized at the request of students.

Publications

THE EVENING NEWS. A bi-weekly publication provided for the evening and Saturday students which contains administrative, academic and social items of interest, such as registration information, academic advising schedules, art opening and lectures in the evening and on Saturdays. It is posted on the Evening bulletin boards in the Student Center lobby across from the Bookstore and outside of the Evening office LRC1 in the Library.

FYI. For Your Information, a bi-weekly newsletter, is published by the Student Activities Office to communicate announcements and calendar events. Students, faculty, and staff submit items for publication.

SPECTRUM. A literary journal published annually, of poems, short stories, and essays submitted by students, faculty, and staff and edited by students and a faculty moderator.

THE VILLAGER. The college newspaper, written and managed by students, is published monthly each semester as part of the two-semester Journalism course. Aspiring writers should consider adding this course to their schedules. Students who wish to contribute to *The Villager* should contact the editor or adviser of the paper.

Special Events

ART. There are monthly shows in the Villa Julie Gallery including the work of students, faculty and others from the community and beyond.

DRAMA & TELEVISION. Major productions are scheduled during the year by the Communication Arts Department in the Inscape Theatre. Villa Julie students have performed at various informal campus/community gatherings and have staged productions in past years at the Inner Harbor, Annapolis, Towson, Columbia, in churches and have entered the National American College Theatre Festival in the acting competitions. Some shows have been televised. The corporate video group has shot at the McCormick Spice Corporation, the Baltimore Museum of Art, and the Chesapeake Bay Foundation and won prizes from the International Television Association. The weekly practicum introduces professionals in the field.

Student-Faculty-Administration Board

The SFA/Student-Faculty-Administration Board serves as an advisory body to the President and administration for the formulation of policies and changes which affect the college community as a whole, and to maintain open lines of communication among students, faculty, and administrators. This Board consists of five administrators, five faculty members elected by the faculty, and all Student Government and class officers. The President of the college convenes and presides at the meeting of the SFA, and voluntarily accepts its major decisions except in such cases as may run counter to other responsibilities of the college and of the President as Chief Executive Officer of the college.

Student Government Association

The Student Government Association is an active and influential organization on the Villa Julie College campus. The Student Government Association believes that student participation is the basis for a well-rounded education. Participation in SGA is designed to promote intellectual development and maturity through the organization and implementation of various campus and community activities. Student Government at Villa Julie College offers students the opportunity to develop their leadership and administrative abilities. The college experience of every student is broadened by the Student Government Association through sponsorship of a variety of extra-curricular activities (including mixers, concerts, luncheons, talent shows, community projects, etc.).

All students are invited to meetings. Student participation is activated through the SGA and the class officers and all other SGA members. The Student Government plays an active role in the decisions of college policies through its participation in the Student-Faculty-Administration Board.

Any student interested in information or participation may contact any SGA or class officer or the Director of Student Activities.

STUDENT AWARDS

Villa Julie College offers the following awards each year.

Delta Psi Omega Award

Presented to a communication arts student who has participated in two leading roles, or carried backstage responsibilities in two productions in theatre and/or television and who has given unselfishly of his/her time for the good of the whole. Selection is made by the communication arts faculty.

Elizabeth McWethy Award

This award is named for the college's strikingly creative founder of Child's World and Chairman of the Child Development Division from 1972 to 1975, and is bestowed from time to time upon the student who has performed and achieved in an outstanding manner, developed creative potentialties, manifested genuine concern for others, and who has thus, been a significant influence in the lives of others. Nominations are made by faculty, staff and students. Selection is made by a committee of administration, faculty and staff.

Graduation with Honors

Students who achieve a 3.9 cumulative average are graduated with highest honors.
Students who achieve a 3.7 cumulative average are graduated with high honors.
Students who achieve a 3.5 cumulative average are graduated with honors.

Honor Societies

DELTA PSI OMEGA. The National Honor Society for university and college theatre gives recognition to individuals working on all aspects of play production, on-stage or off. This includes acting, stage managing, costuming, prop making, painting and building scenery, make-up, promotion, and publicity. Student members are elected each spring and continue their involvement in the society after graduation.

PHI THETA KAPPA CHAPTER. Alpha Alpha Eta, Villa Julie's chapter of Phi Theta Kappa, the National Scholastic Honor Society for two-year colleges, selects new members each semester for membership. This award is given to recognize and promote exceptional academic achievement.

Full and part-time students who have a cumulative point average of 3.5 or above can be nominated for membership by a faculty member. In order to be considered for possible selection by a faculty committee, the student must submit a written work that demonstrates logical and creative thought.

Students with a 3.5 QPA who are interested should contact one of the faculty or the faculty committee.

ALPHA CHI CHAPTER. Is a national college honor society for juniors and seniors. Its goal is to enhance the intellectual life of the campus and of the academic community at large.

Third and fourth year students who have a cumulative point average of 3.5 or above can be nominated for membership by a faculty member and should contact the chairman of the selection committee for details about submitting a written work.

Membership in Phi Theta Kappa is not a prerequisite for nomination to Alpha Chi.

Leadership Award

The Leadership Award is awarded to the student who has performed in an outstanding manner as a leader in the college community. He/she is one who initiates action, motivates others to do so and has been an agent for positive change in the college community.

Nominations are made by faculty, staff and students. Selection is made by a committee consisting of administration, faculty and staff.

Outstanding Part-Time Student Award

The college's award for "Outstanding Part-time Student" is conferred on a graduating part-time student who has demonstrated commitment to higher education and the determination to succeed, contributed in a significant way to the college, and at the same time balanced many other personal and professional obligations.

Unsung Graduate Award

The Unsung Graduate Award is given at the All-College Closing Convocation to the graduate who with no formal recognition, unselfishly and unceasingly gave of her/himself and her/his time to the college. The recipient is nominated by faculty and graduating students and voted upon by the graduating class.

VJ Pin Award

The VJ Pin is the college's most comprehensive honor. It is awarded at the All-College Closing Convocation to the student or students whose total personal performance is meritorious.

Recipients of this award should demonstrate academic achievement, independence and integrity of thought and action, reliability, respect for others, and involvement in college or community affairs.

Nominations are made by faculty, staff and students. Selection is made by a committee of administration, faculty and staff.

Villa Julie College Scholar Award

The Villa Julie College Scholar Award is conferred on a student who has achieved academic pre-eminence through achieving election to honor society and high ranking on the Dean's List, taking the challenge of honors courses when possible, and demonstrating exceptional dedication to learning.

Who's Who Among Students in American Colleges

Each year second and fourth year students are selected by the college for listing in Who's Who Among Students in American Colleges. Students are selected on the basis of scholarship, participation and leadership in academic and extracurricular activities, citizenship and service.

ACADEMIC REGULATIONS

Class Attendance Policy

College students are expected to be responsible for attaining their educational objectives. They are expected to attend each class period and have assignments completed on time. Grades are based on demonstrated achievement of the objectives of the course, not on attendance in class as such. In most courses—especially those which build a sequence of skills—class participation obviously is essential to the objectives of the course; this decision is left to each faculty member. Class attendance is often taken for purposes of learning to know names and faces, the guidance expected in an educational enterprise, and the personal concern traditional at Villa Julie College. Students are requested to communicate with faculty when unexpected events keep them from attending class.

Every faculty member is expected to distribute to the students during the first week of the course: a summary of the general and specific objectives of the course, a statement of what the classroom presentations are designed to contribute to these objectives, and an assignment and test schedule for the semester. All tests and major papers or projects should examine achievement of the stated objectives of the course.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. The student cannot expect special tutoring to make up for unnecessary absence from class; much less should he expect test dates to be changed for his convenience. Freedom of choice carries with it the obligation to accept the consequences of one's choice.

Faculty should be mindful of differences in student temperament, gifts, and mode of participation. Students should be mindful that they must communicate to their teachers somehow their achievement in the course: a student who would rather not place the full burden of this communication on his final exam and/or term project would do well to communicate his growth in knowledge through class participation.

Finally, when the class grade has been given, the student should expect that the instructor has tried to give an honest appraisal of the student's accomplishment. Nevertheless, any student who questions the accuracy of a grade received may request an explanation from the instructor. A college that has a policy of "responsible attendance" also expects its students to exercise the responsibility of trying to handle their difficulties themselves. Only after this effort has been made should the faculty adviser, or a dean or another third party be approached for further aid. (See Grievance Procedures, page 47)

Grades and Reports

The academic standing of a student is determined by the quality and quantity of his work. A student must have completed a minimum of twenty-seven semester hours of satisfactory grades to be admitted to the sophomore year, fifty-five for the junior year, and ninety for the senior year.

Grades are determined by the student's achievement in class work, and by the mid-term and final examination.

Grades are issued at the end of each quarter. The first and third quarter grades are advisory. The semester grades are final and determine actual academic standing. Semester grade reports are mailed directly to each student.

Students are responsible for obtaining their grades. Freshmen and Sophomores receive mid-term grades from their faculty advisers. Juniors and Seniors receive mid-term grades directly from their professors. Evening students receive their mid-term grades directly from their professors.

Faculty are required to keep in their possession the final examinations of all students for a period of three months or 90 days following the semester examination period.

If a student wishes to have a semester grade for a course reviewed, he should do so immediately after receiving his grade and must do so during this three month time limit.

The grading system is as follows:

A Excellence; outstanding achievement.

B Above-average attainment.

C Satisfactory mastery of essentials.

D Mere fulfillment of minimum requirement. Only one course with a D in any one semester will be counted toward a degree. Generally, D is not accepted for transfer credit.

F Failure; no credit for the course.

W Withdrawal in good standing if made within 10 weeks after the beginning of the semester. (four weeks in Summer Session)

WF Withdrawal failing if done after 10 weeks of class. This WF grade is computed in the quality point average as a failure.

I Incomplete — An incomplete is granted only be written request, and is subject to approval of both the Dean of the College and the instructor. The grade of "I" is granted only when a student, because of illness or other unavoidable circumstances, has not completed the course objectives. An "I" which is not removed in four weeks automatically converts to an "F". (This four-week limit does not apply to machine shorthand courses.) No quality point average will be computed for a student while any course remains incomplete.

Audit A student will be allowed to audit a class if the enrollment of the class warrants it and with the prior approval of the instructor of the course. Students may change an audit to a credit course only during the first week of class. Students may change a credit course to an audit only during the first ten weeks of class (four weeks in summer sessions). This is done through the Registrar's Office.

P/F The grade of Pass or Fail is given for most internships. Credit is granted for "P", however, the grade of "P" or "F" does not affect the quality point average.

Quality Point Average

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows: A=4 quality points; B=3 quality points; C=2 quality points; D=1 quality point; F=0 quality points. The following is an example of quality points average (QPA) computation:

grade earned		quality points		credits attempted		
A	=	4	x	3	=	12
B	=	3	x	3	=	9
C	=	2	x	3	=	6
C	=	2	x	3	=	6
A	=	4	x	4	=	16
49 divided by 16 = 3.0625				16		49

Deans List

Full-time students who earn a quality ratio of 3.5 in any semester have their names placed on the Dean's List.

Academic Achievement List

The Academic Achievement List announces those part-time students who have demonstrated outstanding scholastic achievement during each semester. To qualify, a student must have earned a cumulative quality point average of 3.5 or better in the semester in which he accumulates 15, 30, 45, 60, 75, 90, 105 or 120 credits.

Academic Status

Any student who has attempted 9 to 17 semester hours of credit and whose quality point average falls below 1.50 is assigned academic probationary status for that semester. A student who has attempted 18 to 29 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 30 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

Degree Requirements

Associate's Degree

Courses of instruction offered by the college are arranged in curricular programs which lead to an Associate's degree. To be eligible for this degree, a student must:

— Satisfactorily earn a minimum of 60 credits;
— Complete the general college requirements in the arts and sciences;
— Complete the requirements of one of the degree programs approved by the college;
— Earn a quality point average of 2.00;
— Complete a minimum of 30 credits at Villa Julie College;
— Earn the final 15 credits at the college unless special written exception if requested and obtained from the Dean of the college;
— Comply with the general regulations of the college.

A student expecting to graduate at the end of the semester must file an application for the diploma with the Registrar at the time of final registration in the student's last semester at the college. Students are encouraged to file while registering for the first semester of their final year.

The undergraduate records of all persons receiving a degree are closed approximately three months or 90 days after the end of the semester. Any changes to the permanent record must be made by this date.

General College Requirements for the Associate's Degree

The college is committed to providing a solid base in the liberal arts for each student. Therefore, all students are required to take courses that will develop an understanding of their cultural heritage; an appreciation of art and the humanities; the ability to communicate with ease orally and in writing; an understanding of society and how it functions; and the ability to reflect, to reason and to handle quantitative knowledge. To fulfill these general college requirements, students must complete a minimum of 8 courses (40 percent of the degree work) in the following areas:

— Two courses in English (composition and literature);
— One course in the Communication Arts;
— One course in the fine arts (Art, Music)
— One course in Philosophy;
— One course in Religion;
— One course in History or a social science (Anthropology, Economics, Geography, Political Science, Psychology, Sociology);
— One course in Mathematics, or the natural sciences (Chemistry, Biology, Physics, Physical Sciences)
— One "Patterns of Thought" course. These are designed to give an understanding of the historical and cultural perspective of one discipline, and to demonstrate the relation of this one field of study to other areas of the liberal arts. These "Patterns of Thought" courses are offered in several disciplines and may also fulfill a college requirement in one area. At present, "Patterns of Thought" courses may be taken in Drama, History, English Literature, Philosophy and Religion
— One course in Physical Education.

Bachelor of Science Degree

The student must fulfill the following requirements for the Bachelor of Science degree:

— Earn a minimum of 120 credits, which must include 32 credits of upper level work.
— Complete the General College Requirements for a bachelor's degree (see list below);
— Complete the courses required by the curriculum the student has chosen;
— Successfully complete the major;
— Achieve a quality point average of at least 2.00;
— Earn at least 30 credits at the college;
— Earn the final 30 credits at the college unless permission is granted in writing by the Dean of the college;
— Comply with the general regulations of the college.

A student expecting to graduate at the end of the semester must file an application for a diploma with the Registrar at the time of final registration in the student's last semester at the college.

The undergraduate records of all persons receiving a degree are closed approximately three months or 90 days after the end of the semester. Any changes to the permanent record must be made by this date.

General College Requirements for the Bachelor's Degree
To fulfill the general college requirements, students must complete a minimum of 15 courses in the following areas:

— Four courses in English: two writing courses (English 151 and a second writing course) and two literature courses. At least one of these must be at the 300 or 400 level.
— Four courses, one in each of the following areas: Communication Arts, the Fine Arts (Art, Music); Philosophy and Religion;
— One course in History or the Social Sciences;
— One course in Mathematics;
— Two courses in the natural sciences with a laboratory;
— One "Patterns of Thought" course. These are designed to give an understanding of the historical and cultural perspective of one discipline, and to demonstrate the relation of this one field of study to other areas of the liberal arts. These "Patterns of Thought" courses are offered in several disciplines and may also fulfill a college requirement in one area. At present, "Patterns of Thought" courses may be taken in Drama, History, English Literature, Philosophy and Religion.
— Four additional courses from Art, Communication Arts, Humanities, Mathematics or the Social Sciences. None can be courses required for the major. These courses must be at the 300 or 400 level.)
— One course in Physical Education.

Registration
Full-time students must register on the days scheduled in the academic calendar. A seventy-five dollar fee is charged for early or late registration.

Part-time students may register in person or by mail until three weeks prior to the start of each session; after that date, in person registration only is accepted.

Any student who is carrying twelve or more semester hours is classified as a full-time student.

Students complete registration when all financial obligations have been met and they accept their printed schedule of classes.

Policies pertaining to Transfer Credit
Students must provide transcripts from all colleges or universities previously attended at the time of admission to Villa Julie.

Students are advised that only the courses and credits completed at other accredited institutions with a grade of C or better are transferrable to Villa Julie. Courses must be in programs offered at this college.

Grades and quality point averages earned at another institution are not transferrable. The credit will apply toward graduation but the quality points are not used in calculating the academic average required for graduation.

Students enrolled at Villa Julie should request authorization from the Dean of the college to take courses elsewhere if these courses are to be applied to the degree. Students may not take courses at other institutions if they are within the last 15 credits required for an Associate's Degree or the last 30 credits required for a Bachelor's Degree.

Credit for Prior Learning and CLEP Policy

Adults returning to college or beginning to seek a college degree, may wish to investigate opportunities available to them through Credit for Prior Learning. In order to earn Credit for Prior Learning, a student must demonstrate that, from significant experiences in his life, he has acquired knowledge and/or skills and abilities which are the equivalent of learning acquired from a college course. This learning (called Prior Experiential Learning) can be the result of a variety of life experiences: employment, volunteer work, community service, travel, military service, etc.

Credit is granted for learning, not experience, and will be earned only when the student has successfully demonstrated that his learning

- is the equivalent of that gained through courses traditionally taught in colleges
- is at a level of achievement equal to what is normally required in college courses
- is current and shows both theoretical knowledge and practical application of the subject area.

Students in a degree program at Villa Julie College can pursue Credit for Prior Learning through any one of three methods

- the College Level Examination Program (CLEP)
- Departmental Examination
- Portfolio presentation

Guidelines for obtaining Credit for Prior Learning

The following guidelines are given for receiving Credit For Prior Learning through the College Level Examination Program (CLEP), Departmental Examination or Portfolio presentation. Students who wish to inquire about credit for learning gained through training courses outside of accredited colleges should consult the counselor for adult students, who will review recommendations given through the guide published by the American Council on Education (ACE) and the college policy concerning these programs.

CLEP Policy

Many students who are not recent high school graduates have acquired knowledge through experience that is equivalent to that gained through a college course. This knowledge can be evaluated through the College Level Examination Program (CLEP). If the student achieves a certain score on these examinations, college credit may be awarded.

CLEP, a program of the College Entrance Examination Board, is a nationwide system of credit-by-examination. CLEP offers two types of tests:

1. General Examinations which measure college-level achievement in five basic areas of the liberal arts: English Composition, Humanities, Mathematics, Natural Sciences and Social Sciences and History. The general examinations test material usually covered in the first two years of college in the general education or liberal arts segment of the curriculum. While each of these tests measure material that is usually contained in six credits of college work, most colleges award the amount of credit usually given for comparable areas of the curriculum at that college.
2. Subject Examinations measure achievement in specific college courses and serve to grant exemption from and to give credit for these courses. Some of these examinations include an optional essay in addition to an objective test of 90 minutes.

Students seeking credit through these examinations should be aware of the following policies:

1. Credits earned through CLEP examinations are considered by this college to be transfer credits. In order to earn a degree from Villa Julie College, a student must earn a minimum of 30 credits at this college. CLEP credits are not considered credits earned at Villa Julie.
2. Credits earned through CLEP may not be used toward the last forty-five credits in a bachelor's degree program or the last thirty credits in an associate degree program.
3. Credit is not allowed for an examination which duplicates another examination or course previously completed. Credit is also not allowed for a course which has been waived, or where a related, higher level, course has previously been completed.
4. Credit is granted for scores on the Subject Examinations and General Examinations that are at the 50th percentile or higher.
5. Optional essays are not required for any exams.
6. Students transferring from another college must have original CLEP scores sent to the college. Credit will be awarded according to the policy of Villa Julie College.
7. Grades are not awarded for credit received through CLEP examinations, and therefore, this credit has no effect on the cumulative grade average.
8. CLEP credits may be used to fulfill the General College Requirements and electives. In some cases, they may be used to fulfill program requirements.
9. A student must matriculate at this college before CLEP scores are recorded on the transcript. Grades for CLEP are not computed in the quality point average, credit only is granted.
10. Some subject examinations are not accepted by this college; the student should consult the counselor for adult students to determine which examinations are accepted.

11. The same amount of credit is given for these exams as is given for the equivalent course at this college.
12. Students must submit the results of the CLEP examinations at the time of admission to the college in order to avoid duplication of work and to provide a basis for planning their program of studies for the completion of a degree.

Course Load

The normal student load for full-time students is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the college. There is an additional tuition charge for credits over 17 hours.

Part-time students may carry eleven credit hours. Normal course load for the summer session is six credits. Exceptions to this rule must be approved by the Dean of the college, where the student is enrolled for a degree, either before or at the time of registration.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class. Courses that carry no credit are counted in the total semester hours.

Delay of Instructors

If an instructor is late for class, students should wait in the classroom at least ten minutes. Then, students should contact the Academic Dean's office to find out if a message was left and what time the instructor is expected, before leaving class for the day.

Library

The library, located in the Learning Resources Center, is a vital part of Villa Julie College life. The library staff encourages library use, and is committed to assisting students in their academic work. In addition to its own collections, described below, the library provides access to the world of information outside its walls. Besides the traditional inter-library borrowing of materials not in its collections, the library provides access to four important on-line data sources. These include the Westlaw legal data base, the Dow-Jones and Dialog informational data bases, and the Internet, an international "network of computer networks." For more information about using these extensive resources, see a library staff member.

SCOPE AND NATURE OF THE COLLECTIONS. The collections are growing rapidly, now totaling the equivalent of over 75,000 volumes. Included in the holdings are many formats, such as videos, CDs, audio tapes, microfilm, microfiche, computer diskettes and CD-ROMs. The collections are intended to support the College's curriculum, with the exception that upper level nursing courses are supported primarily by the library of Union Memorial Hospital.

LIBRARY CATALOG AND OTHER FINDING AIDS. The library's catalog is contained on a CD-ROM, which is updated monthly to include new acquisitions.

The catalog is mounted on the campus's computer network, as well as on all computer terminals in the library. Numerous other indexes are also available in CD-ROM format through computer terminals. These include indexes to several major newspapers, and periodical indexes and abstracts in a variety of fields.

HOURS. During the Fall and Spring semesters, the library is open 8 a.m. to 10 p.m., Monday through Thursday, 8 a.m. to 5 p.m. Friday, and 8:30 a.m. to 4 p.m. on Saturday. It is also open selected Sundays, as posted. Library hours during the summer and when the College is not in session vary and are posted in advance.

POLICIES. In order to protect the library's collections and make them available to all students in an equitable fashion, the Library has a number of policies. Some of the most important of these are as follows.

CIRCULATION. In order to check out materials, a current student indentification card must be displayed at the Information Desk. Books circulate for four weeks and may be renewed providing no other patron needs them. Videos and CDs circulate two at a time for a non-renewable one-week period. A student may check out five court reporting tapes at a time for a renewable one-week period.

RESERVED MATERIALS. All materials placed "on reserve" by instructors are shelved behind the Information Desk. These may be used only in the library on the date they are checked out. Some reserve material may be checked out of the library for one night upon payment of a refundable one dollar deposit.

OVERDUE AND LOST OR DAMAGED MATERIALS. Fines are charged for overdue materials. Consult library staff for the fine schedule. Students must pay for the cost of lost or damaged materials, as well as a handling charge of $10 per item. Students will not receive diplomas at graduation or be issued transcripts until all library fines and charges are paid.

FOOD AND DRINK IN THE LIBRARY. In order to protect library materials and computers, eating or drinking is prohibited in the library.

SECURITY. To protect library material, and to ensure equal access to the library's collections, an electronic security system has been installed in the library. All access to the library is through the two gates at the front of the library. All other exits are locked from the outside and have security alarms on the inside.

Examination Policy

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination), the student may make arrangements with the Registrar for taking the examination. However, a fee of $10 will be charged for each early or late examination.

Students who have a conflict in their exam schedules, i.e. two exams scheduled for the same time, must inform the Registrar of this conflict. She will make arrangements for the student to take one exam at another time and will notify the instructor of the course. These arrangements are made by the Registrar only. The student will come to the Registrar's office to pick up the exam which has been rescheduled and will take it in the room set aside for this purpose.

Faculty are required to keep in their possession the final examinations of all students for a period of three months or 90 days following the semester examination period.

Internships

Second-year students are afforded the opportunity to serve an internship (during the college's intersession period in the month of January) in a business or professional office, hospital or government office. This experience is arranged through the internship office.

This internship is regarded as one of the great strengths of Villa Julie. It provides the opportunity for the student to gain practical experience, in the real world of work, in his area of special interest. However, it is the responsibility of the student to register for the internship before beginning the experience.

Cooperative Education

The college offers cooperative educational opportunities for Juniors and Seniors. These opportunities allow students to gain valuable work experience in their chosen major while still pursuing their degree. The cooperative experience is a paid, part-time work assignment with a local employer. Students interested in this program, should contact the Office of Cooperative Education.

Leave of Absence

A degree-seeking student who may find it necessary not to enroll at the college for one or more consecutive semesters, but who intends to resume studies at a later date, should file a leave-of-absence form with the Registrar or Director of Evening Services. This will insure that the student continues to receive college registration information.

Schedule Changes

A student's program of studies is made out in consultation with a faculty adviser.

There will be a fee of two dollars charged for each change in schedule made after registration is complete. All changes must be done in writing in the Registrar's Office.

Adding Courses

Students attending fall or spring sessions who wish to add a course may do so only during the first week of classes each semester. Students attending January or summer sessions may add a course only before the second class meeting.

Withdrawing From Courses

Students who drop a course must do so in writing in the Registrar's Office. Students who withdraw during the first week of class will not have this course recorded on their transcript.

Students attending fall or spring sessions who have not dropped a course during the first week of class may withdraw from the course during the next nine-weeks of the semester. Students withdrawing during this period will have a grade of "W" recorded for the course. After the tenth week of class, any student who withdraws from a course receives a grade of "WF". Students attending summer

sessions who have not dropped a course through the first week of class are permitted to withdraw from a course through the fourth week of classes and receive a grade of "W". After that time a student who drops a course receives a grade of "WF".

Transcript Requests

Transcripts are sent to colleges and universities at the written request of the student. Beginning with the second transcript, a fee of two dollars must be sent with the request form to the Registrar. All financial obligations to the college must be met before a transcript is issued.

Withdrawal Procedures

A student planning to withdraw from the college should understand that his record is not complete until he has officially withdrawn. Before leaving, he is responsible to clear all obligations regarding tuition/financial aid, library books, and parking fees. The student must complete a Notice of Withdrawal form and file it with the Registrar. If a student does not follow this procedure, an "F" will be recorded for all courses.

A student must withdraw in person; however, in special cases a student may request withdrawal by letter.

The college reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the college.

GENERAL REGULATIONS AND COLLEGE POLICIES

The following policies and regulations have been established to ensure harmony in Villa Julie's community and should not be considered all inclusive. Villa Julie is a special place where each person is genuinely and profoundly respected, regardless of his or her background. Students are expected to respect the rights of all members of the community and to accept personal responsibility for their actions. Conduct which violates this mission will be subject to the procedures described in the "Redress of Student Grievances and Discipline Procedures" section of this handbook.

Alcohol Policy

Students may not possess alcoholic beverages or bring alcoholic beverages onto the college campus.

Students may not consume alcoholic beverages on campus except that, students 21 years old or older, may consume alcoholic beverages served at college functions approved in advance by the Director of Student Activities.

Valid identification is required of all students and guests attending approved functions.

Students are responsible for properly regulating intake of alcohol at all campus functions and the college admonishes them not to drive after consuming alcoholic beverages.

Students are expected to recognize their responsibility for compliance with civil law and to exercise good judgment in the use of alcoholic beverages. Abuse of alcoholic beverages, or disorderly conduct resulting from its use, may result in expulsion from the function, and/or disciplinary action by the college.

Drug Policy

The Villa Julie community, recognizing the inherent dangers of drug abuse to both the individual and the community, affirms such abuse to be contrary to the goals of the college. Therefore, possession, use or distribution of illegal drugs is prohibited on the college campus. Any such posession, use or distribution will subject the violator to disciplinary action by the college, which action will include suspension or expulsion and will be reported to the proper civil authorities.

To aid the student involved in drug abuse, counseling is available through the resources of the Villa Julie community as well a through referrals to social agencies and psychiatric services.

Off-Campus Housing Policy

Villa Julie College is a commuter college and therefore has no facilities for on-campus housing. As a service to students, a file of available housing is maintained in the Office of Student Activities.

In providing this information to students, it is not the college's intent to recommend or approve housing. Villa Julie College assumes no responsibility or liability for any contract or agreement between a landlord and a student.

This policy does not refer to the Wooded Way Apartments leased by the College. For further information on Off-Campus Housing, see the Student Services section of this handbook.

Procedures for Reporting Emergencies

MEDICAL EMERGENCIES. Go to the nearest college telephone and dial "0" to be connected with the main college switchboard. Report that this is a medical emergency.

NON-MEDICAL EMERGENCIES. Report thefts or any unusual, disturbing incidents to the main switchboard by dialing "0" immediately.

ILLNESS OR MINOR INJURY. Contact the Office of Student Activities, Ext. 2296 or the Evening Secretary, Ext. 2220. Procedures to follow will be determined according to assistance needed.

FIRST AID KITS. First-aid kits are located in the following areas. Please see a staff member for assistance.

- Student Activities Office, 2nd floor, above Vending Area
- Main Lobby Receptionist, across from Registrar's Office
- Evening Secretary's Office, inside Library, First door on the left
- Physical Education Office, across from Lecture Hall
- Art Wing
- Science Lab, lower level Knott Hall
- Admissions Secretary

Sexual Harassment Policy

Villa Julie College is an Equal Opportunity Employer and is committed to providing all employees with a work environment and all students with an educational environment free of bias, discrimination, intimidation or harassment. In this regard, Villa Julie complies with all relevant Federal, State and local laws.

Consistent with Villa Julie's respect for the rights and dignity of each employee and student, sexual harassment is prohibited conduct and will be neither sanctioned or tolerated.

The college encourages you to assert your rights to a harassment-free workplace by resort to the policy.

All employees and students should therefore be aware of the following:

1. Title VII of the Civil Rights Act of 1964 prohibits sexual harassment in the workplace. Sexual harassment has been defined by federal regulation as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment; . . . (2) (when) submission to or rejections of such conduct . . . is used as the basis for employment decisions affecting the individual; or . . . (3) such conduct has the purposes or effect of unreasonably interfering with the

individual's work performance or creating an intimidating, hostile, or offensive work environment.

2. In addition to the prohibitions against sexual harassment in the workplace, the college extends this prohibition to the classroom. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (1) may not be a term or condition of a student's academic progress and (2) may not be a basis for academic decisions affecting the student. In addition the college will not tolerate conduct which has the purpose or effect of unreasonably interfering with the student's academic performance or creates an intimidating, hostile, or offensive educational environment.
3. Sexual harassment may occur between persons of the same or different genders.
4. Sexual harassment may occur when one in an institutional position of power or authority over another uses any academic or supervisory reward (withholding of appropriate grades, promotion, evaluations, etc.) to subject each other person to verbal and/or physical conduct of a sexual nature.
5. Examples of persons in an institutional position of power or authority include but are not limited, to teacher to student, supervisor to employee, administrator to staff or student.
6. This code expressly prohibits only unreciprocated and unwelcome relationships, but persons in position of power/authority/control over others should be aware of and sensitive to problems which may arise even from those relationships which are apparently mutual. These relationships often involve dynamics which extend far beyond simple mutual attraction. Thus, individuals are urged to examine such relationships before engaging in them, especially in terms of emotional health, self-esteem, and respect for the independence of all people who may be involved.
7. It is to be noted that unwanted sexual behavior or advances may not necessarily be sexual harassment unless it is made explicitly clear that it is indeed unwanted.
8. The college encourages victims of harassment to come forward. Confidentiality will be maintained to the extent possible, consistent with adequate investigation and the imposition of appropriate remedial action.
9. The choice of an informal or formal procedure is solely the choice of the complainant.

INFORMAL PROCEDURE. When an accident arises in which a person feels that he or she has been the object of unwelcome sexual advances, the complaint should be filed in a timely fashion so that the college is afforded the best possible circumstances of the allegation. The person feeling harassed should make it clear to the offender that he/she does not want any further incidents to occur.

If the person does not feel that he/she can confront the offender or needs help in the process, the complaint may be brought to the attention of Dean Rose Dawson or Claire Moore, Director of Student Services for assistance.

The accused would be told in confidence of the accusation and given the person's name as the complainant. The accused is told of the situation and assured it will

go no further as long as there are no repeated incidents. The college will take reasonable steps to protect students or employees from reprisal by the accused who may hold power over them as a faculty member or supervisor.

FORMAL PROCEDURE. A formal procedure is used when the informal procedure has been exhausted or when the severity of the offense warrants a more formal approach/action, or where the complainant specifically requests the formal procedure be engaged.

- The offense is put into writing by the complainant.
- The accused is informed in person and in writing of the investigation of the offense.
- All paperwork will be given to the President and an investigation will be conducted.
- A report with recommendations will be made to the President who will review the incident and take appropriate action.

10. Appropriate disciplinary measures will be taken for anyone found to have deliberately filed a false accusation of sexual harassment.
11. Appropriate sanctions will be taken for a supervisor who knowingly fails to investigate an alleged violation.
12. Employees found to have engaged in sexual harassment will be disciplined as appropriate on a case-by-case basis, up to and including termination.
13. Further proceedings will be handled by the appropriate bodies: Faculty, in accordance with dismissal procedures, Students - Hearing Board.

Smoke-Restricted Environment Policy

By decision of the Smoking Advisory Committee, comprised of students, faculty and staff, and approval of the Administration, the following Smoke-Restricted Environment Policy is effective:

Smoking will be prohibited in all buildings of the campus, except in a designated area of the Student Center (Reflections Room) and in private faculty/staff offices with windows.

Student Ethics

I. Academic Ethics

Villa Julie College is committed to academic excellence and to the belief that the attainment of academic success depends on each students' commitment to ethical behavior. This is attained only if each understands the value of and demonstrates personal integrity, academic honesty, and ethical behavior. Therefore, acts of cheating, dishonesty, and other unethical behavior cannot and shall not be tolerated.

Unethical acts include, but are not limited to, the following:

1. On Quizzes, tests, or other types of examinations.
   a. copying from another's work or from unauthorized materials or aids, such as "crib sheets," or aiding such copying;
   b. obtaining, giving, receiving, possessing, or using without authorization information about the contents of such tests;

2. On assignments to be done within or outside the classroom,
   a. copying, sharing, giving, or receiving assistance on a report, project, or other work, written or otherwise, in whole or in part, except as expressly permitted by the instructor;
   b. plagiarizing, that is, using the words or ideas of another, as a direct quote or a paraphrase, without properly citing the material used and its source;
3. For any type of work, using or attempting to use offers of material or other favors or rewards or other types of bribes in order to influence a grade or other type of evaluation.

It is the hope of Villa Julie College that the negative acts listed above will clarify for the student the expectations for honest and ethical academic behavior and that each student will maintain his/her integrity and honesty through self-monitoring procedures. However, should the standards of the college be violated, students will be liable to at least the following sanctions. Instructors may employ other sanctions consistent with college policy, including but not limited to a lowered or failing grade for the assignment or for the course.

II. Procedure and Sanctions

A. Cheating

1. Whenever a faculty member has reason to believe that a student has violated any of the principles or intent of this code, the faculty member shall confer with the student to discuss the apparent evidence for the dishonest act, to counsel the student on the significance of academic honesty and to communicate the penalties which may be assessed. If the incident is not resolved to the satisfaction of both the student and the faculty member, the latter shall make an oral report to the Dean of the College, who will take such action as appropriate.
2. Whenever a faculty member or the Dean of the College has reason to believe that a student has committed a second infraction, the Dean will notify the student orally that a third infraction will involve the procedures in #3. The Dean will keep a record of this notification. This record shall remain confidential and not become part of the student's academic file.
3. Whenever a faculty member or the Dean of the College has reason to believe that a student has committed a third infraction, the Dean and faculty members involved shall submit a written report to the President of the College, who shall designate five members of the College Hearing Committee, who will meet with the accused, determine the validity of the accusation, and if, appropriate, impose any of the sanctions as described in the section "Redress of Student Grievances and Disciplinary Procedures" of the Villa Julie College Student Handbook.
4. After the student leaves the College, any report or material required by paragraphs 2 or 3, above, pertaining to any of the above matters shall be destroyed, except that any notification that the student is ineligible for readmission to the College shall be maintained in the student's academic file.

B. Other Types of Dishonesty

1. Other dishonest acts include, but are not limited to, lying, stealing, damaging, abusing, or misappropriating property, physical or electronic, and unauthorized entering of offices or files, physical or electronic and shall be subject to the procedures described in the "Redress of Student Grievances and Disciplinary Procedures" section of the Villa Julie College Student Handbook.

Tuition Refund Policy

Tuition is refundable according to the following schedule:

Fall/Spring Sessions

100% prior to the first day of the semester.

80% beginning with the first day of the semester and prior to the 8th calendar day of the semester.

60% beginning with the 8th day and prior to the 15th calendar day of the semester.

40% beginning with the 15th day and prior to the 22nd calendar day of the semester.

January/Summer Sessions

50% beginning with the first day of the semester and prior to the 8th calendar day of the semester.

Refunds are computed as of the date on which a written request for refund is received in the Registrar's Office. Telephone withdrawals are not accepted.

Tuition and required fees are subject to the above policy. Miscellaneous charges and fees associated with individual courses; i.e., art course fees, are not subject to the refund policy.

Vehicle Registration and Parking Regulations

These regulations apply to all students, faculty, administration and staff members of Villa Julie College.

1. All vehicles must be registered by September 15 of each year with each car to be driven on campus displaying a numbered parking decal. These decals are to be on the left side of the rear window of the vehicle. Decals may be obtained from the Business Office, Evening Secretary or Security.

   The vehicle registration card and a completed registration application are required for the issuance of a VJC parking decal.
2. Parking is permitted only on paved parking lots between two white lines.
3. Parking is not permitted in any other area unless specifically authorized by the Business Office or Security.
4. Parking in front of the college is reserved for VISITORS ONLY with a 2 hour limit. There are two 15 minute spaces provided for convenience. These parking regulations will be strictly enforced.
5. Students are not authorized to park their vehicles in the faculty lot, the reserved spaces behind Knott Hall, the Admissions visitors area, or Cottage Lane.

Parking Fines

REGISTERED VEHICLES

1. Violators of the parking regulations will be fined $15.00 for each offense. The following violations are $25.00 each: Handicapped, Reserved Parking, Fire Lane/MTA Route and unregistered vehicles.
2. Fines must be sent to the Business Office within 30 days from the date the ticket was issued.
3. If the fine is not paid within 30 days, it will be doubled and transcripts will be withheld. After the 30 day grace period, a notice will be sent to the violator's home.
4. If the fine is not paid by graduation, diplomas will be withheld.

UNREGISTERED VEHICLES

1. All unregistered vehicles on campus after September 15 and February 15 will be subject to either being towed or immobilized by a boot. An additional fine of $25.00 will be assessed.
2. Violators requiring Maryland State Motor Vehicle record check will have a surcharge of $20.00 added.

All rules and regulations will be enforced. Please help protect yourself and others by fully cooperating with the parking regulations and by observing the 15 mph speed limit on campus.

Handicapped Parking

Maryland Law and Villa Julie College policy restricts the use of handicapped spaces to handicapped individuals only. Vehicles that display a handicapped permit are not authorized to park in a handicapped space unless the person who was issued the permit is operating, or is a passenger in, the vehicle.

Handicapped persons are requested to register their vehicles with security so that arrangements can be made to assure that an appropriate parking space is available for them while attending classes at Villa Julie College.

Temporary handicapped permits are available to students who have experienced a short term disability.

Regulations

BULLETIN BOARDS. There are four "Official Bulletin Boards," located on the campus as follows:

Learning Resources Building - Lobby
Student Center - Food Machine area next to the mailboxes
Founders' Hall - First Floor, near classrooms
Learning Resources Building - Classroom hall adjacent to library

Only "Official Notices" should be placed on these bulletin boards. The criteria used in determining what constitutes an official notice are: the information issues from an official of the college; it is of college-wide import; its effect is long-range (one year, or permanent); non-knowledge of the information carries a sanction or long-range effect.

Other bulletin boards are located in strategic areas throughout the College. Some bulletin boards are designated for Student Government, clubs, career services, college activities, outside events, area cultural activities, foreign study, college transfer information.

No posters or notices are allowed without the permission of the Director of Student Activities. Posters and notices must be removed within one week after the event.

CARE AND USE OF BUILDINGS. During regular sessions college buildings will be open from 7:30 a.m. to 10 p.m. Monday through Thursday and 7:30 a.m. to 5 p.m. on Friday and Saturday. Summer and intersession scheduling may vary. For exact information call the college, 486-7000.

Students and their guests are expected to show care in their treatment of Villa Julie College buildings and grounds. Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as fund raising activities, clearance must be received through the Business Office. Posters, etc. may be placed on bulletin boards only, not on walls or doors.

Instructional and other physical facilities at the college are accessible to handicapped students by ramps and/or elevator. In addition, special lavatory facilities are located throughout the campus. Further information concerning the college's facilities as they relate to handicapped students may be obtained by contacting the Director of Admissions.

FOOD AND BEVERAGES. Because of housekeeping standards, eating and drinking are allowed only in designated areas. There is no eating or drinking in the library, classrooms, or Lecture Hall.

GUESTS AND VISITORS ON CAMPUS. Guests of students may be entertained in the Student Center when opened. They may also attend classes with the permission of the instructor. The college campus is private property, and visitors may be asked to leave at the discretion of the college.

PAYMENT OF TUITION AND FEES. Payment in full of the tuition and fees for each semester is required on or before Final Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met. Late fees apply as stated in the college catalog.

USE OF RADIOS. Personal radios are permitted in the Student Center only if the volume is kept low so that others are not offended. Courtesy is expected. The Student Center is a general gathering place, an area for relaxation. Quiet places for study are provided throughout the campus, such as the Library and Maryland Room.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Your Rights as a Consumer in Higher Education and How They are Protected at Villa Julie

INTRODUCTION. In compliance with the "Family Educational Rights and Privacy Act of 1974" as amended (P.L. 93-568), Villa Julie College has formulated the following policy for release of student information, student access to records, and right of students to challenge accuracy of the record.

EXTERNAL LAWFUL ACCESS TO STUDENT RECORDS. Student educational records are not released to anyone without the written consent of the student except as otherwise permitted by the statute. Exceptions include release of information to officials of other institutions in which students seek to enroll; persons or organizations providing student financial aid; accrediting agencies carrying out their accrediting function; persons in compliance with a judicial order; authorized officials who audit, evaluate or enforce Federal and state supported programs; persons in an emergency in order to protect the health or safety of students or that of other persons; parents of a student who have established the student's status as a dependent according the Internal Revenue Code of 1954, Section 152.

INTERNAL LAWFUL ACCESS TO STUDENT RECORDS. Access to student files within the college is restricted to the student and to official personnel of the college who act in the student's educational interest. Official personnel include persons from the office of Dean of the College, Director of Student Activities, Registrar, Placement, Admissions, Financial Aid, Business Manager, and academic personnel within the limitations of their need to know. Students must present their I.D. when requesting access to their file.

DIRECTORY INFORMATION. Consent of the student is not required for release of "Directory Information"; viz. the student's name, address, date and place of birth, telephone number (if listed), dates of attendance, program pursued, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may withhold Directory Information by notifying the Registrar in writing, on the form provided for this purpose, within the first two weeks of the academic year. Requests for non-disclosure will be honored by the college for one academic year, they must be filed annually.

LIMITATIONS ON STUDENTS' RIGHT TO INSPECT EDUCATIONAL RECORDS. Villa Julie College maintains student records in the offices named on the appended list. Excluded from the definition of educational records are the personal notes of teachers and administrators. Students also are not permitted access to their parents' financial statements.

PROCEDURE FOR INSPECTION OF RECORDS. With the exception of those marked by an asterisk (*), the records are available to the individual student upon request. Students have the right to inspect and review information in their official college records. The Registrar coordinates the inspection and review procedures for student education records, which include academic, personal,

placement, admissions and financial files. Students wishing to review their education records must have written requests of the Registrar listing the item or items of interest. The Registrar must grant access within a reasonable period of time, but in no case no later than forty-five days after the request has been made. Students may have copies made of the records with certain exceptions (i.e., a copy of the academic record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere). These copies are made at the student's expense.

RIGHT TO CHALLENGE RECORDS. Students who believe that information contained in their education records is inaccurate or misleading or violates their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended accordingly. If not, the student will be notified within a reasonable period of time (i.e., three weeks) that the records will not be amended; the student will also at that time be informed by the Registrar of his right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the college, who, within a reasonable period of time after receiving such requests (i.e., three weeks), will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his choice, including an attorney, at the student's expense. The hearing panel which will adjudicate such challenges will be composed of the Dean of the college, the Director of Student Activities and the Department Chairman of the student's program.

DECISIONS OF THE HEARING PANEL. The decision of the hearing panel will be final. The decision will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reason for the decision, and will be delivered to all parties concerned. If, as a result of the hearing, the college decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the education records of the student accordingly and so inform him in writing. If, as a result of the hearing, the college decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the student of the right to place in his education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the college. This statement will be placed in the education records and released whenever the records in question are disclosed.

RIGHTS TO FILE COMPLAINTS WITH THE DEPARTMENT OF EDUCATION. A student who believes that his rights have been violated, may file a complaint with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201, concerning the alleged failure of the college to comply with the Act.

Student Records Maintained at Villa Julie College

Access	Material on File	Person in Charge of Records
Admissions Office		
Admission Committee Staff	Applications for admission to the college, and high school or previous college transcripts (later sent to Registrar's Office). Health records (later sent to Director of Student Activities Office and Physical Education Office) Applications and transcripts of non-registrants (destroyed after 2 years). SAT Test result (later sent to Registrar's office).	Director of Admissions
Business Office		
Administrators Staff	Scholarship Records Tuition payment records Work-study student payroll	Business Manager
Career Services		
Administration Faculty Staff	Student's employment records Faculty evaluations of students Student/alumni employment registrations, resumes and job referral records Alumni follow-up employment records	Director of Career Services
Financial Aid Office		
Director of Financial Aid Associate Director of Financial Aid Financial Aid Assistant	Perkins Loan Records National Direct/Defense Student Loan Records Pell Grant Student Aid Reports Statement of Educational Purpose/Selective Service Registration Compliance/ Default-Refund Compliance Promissory notes for Perkins Loan, National Direct/Defense Student Loans Statement of Rights and Responsibilities for Perkins Loans	Director of Financial Aid

Access	Material on File	Person in Charge of Records
	Repayment Schedule for Perkins Loans Exit interview forms for Perkins, Stafford, and SLS Loans Stafford/SLS/Parent Loan Applications Award Letters Verification Materials Federal Income Tax Returns Financial Aid Forms	
Registrar's Office		
Administration Faculty	Materials submitted when applying for admission: applications, previous transcripts, SAT scores Academic data: VJC transcripts, class schedules, quarter grades, probation lists	Registrar
Student Activities Office		
Director of Student Activities Staff Physical Education Coordinator	Medical Records	Director of Student Activities

REDRESS OF STUDENT GRIEVANCES AND DISCIPLINARY PROCEDURES

PREAMBLE. Villa Julie College sees itself not primarily as an institution, but an educational fellowship. Undertaking to educate more than the intellect, Villa Julie attempts also to provide a value-oriented education by emphasizing individuality, independence, openness, and responsibility. Foremost is its belief in the dignity of the individual: that each person has a unique potential for truth and goodness.

To facilitate the development of this potential, the College offers a sound educational program and promulgates policies which encourage the growth and maintenance of both individual and communal responsibility.

REDRESS OF STUDENT GRIEVANCES. The following procedures have been established to assure the resolution of student grievances in a reasoned and democratic fashion.

1. A student who feels that his/her academic rights have been violated by another student, faculty member, or administrator may appeal informally to the following persons:
   a. Person(s) directly involved
   b. Instructor or staff member of his/her choice
   c. Department Chairman
   d. Vice-President and Dean of the College
2. Non-academic grievances which involve members of the student body, faculty and administration members may be informally appealed to the following persons:
   a. Person(s) directly involved
   b. Counselor
   c. Director of Student Activities
   d. In case of faculty or administrative member, their immediate supervisor.
3. In the event that informal efforts to resolve the matter fail, the grievance may be presented in writing to the College Hearing Committee no sooner than five days after an informal resolution has been attempted. The procedure to be followed by the student is:
   a. Initiate a hearing by requesting it in writing.
   b. Select an adviser of his/her choice, if desired. (The adviser must be a member of the college community.)
   c. Present the necessary evidence and/or witnesses in support of grievance to Hearing Committee.
   d. Be present to hear and question adverse witnesses during the hearing.

DISCIPLINARY PROCEEDINGS. Villa Julie College affirms that "in developing a responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition."[1] In the event, however, of a violation of established policies and regulations by a student member charges may be brought against the student violator by any member of the college

[1]AAUP, "Joint Statement on Rights and Freedoms of Students," 1967.

community. Charges of academic violations are to be filed with the Vice President of the college. Charges of non-academic violations are to be filed with the Director of Student Activities. The student shall be informed in writing of the charges filed against him/her. The student may elect to meet informally with the Vice President of the college or the Director of Student Activities for resolution of the charges or may request that the charges be considered by the College Hearing Committee.

THE COLLEGE HEARING COMMITTEE. The College Hearing Committee receives its authority from the President of the college. It shall consist of ten members, five of whom shall be designated by the President to sit on the Committee at any one time. The members, representing administration, faculty and students, shall be nominated by the Student-Faculty-Administration Board and shall be appointed by the President of the college. A chairperson shall be selected by the President. The members shall serve for a year's term.

A. JURISDICTION

1. To hear academic and non-academic grievance appeals.
2. To hear appeals of charges of student violations of established policies and regulations.
3. To impose sanctions of warning, censure, and restitution as the situation demands.
4. To recommend to the President that suspension, dismissal, or expulsion be imposed.

B. PROCEDURES

The College Hearing Committee shall adhere to the following procedures in hearing appeals of student grievances or appeals of charges of student violations of established policies and procedures.

1. Promptly upon receipt by the Committee Chairperson of a written request for a hearing, notice shall be given the appealer of the date and time of the hearing.
2. The burden of proof shall rest upon the individual(s) requesting a hearing.
3. A complete record of the hearing shall be kept. Tape recordings shall be considered adequate.
4. The information presented at the hearing will be regarded as confidential.
5. The decision of the Hearing Committee shall be final, subject only to the student's right of appeal to the President.

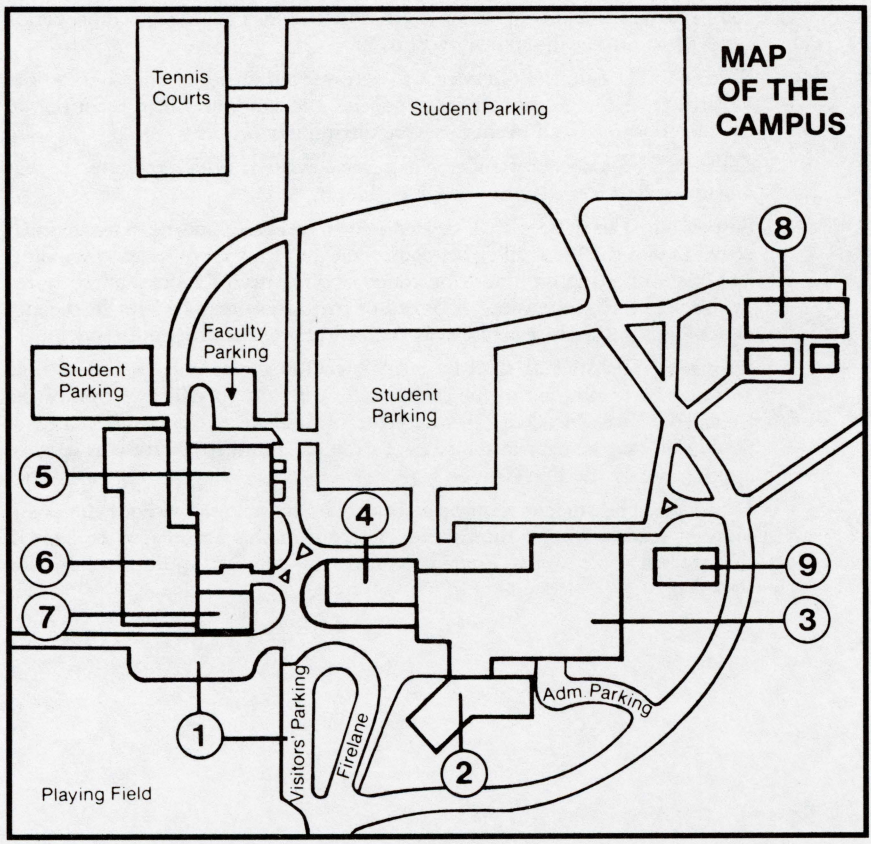
SANCTIONS. Villa Julie recognizes that the goals of discipline are rehabilitation and deterrence. In this spirit, the following sanctions may be recommended or imposed as appropriate, by either the President, Vice President or Director of Student Activities, or the College Hearing Committee.

1. Restitution. The student shall be liable for reimbursement for any damage of or misappropriation of either individual and/or community property. Forms for reimbursement may include appropriate service to repair or monetary

compensation. Failure to make restitution within a reasonable time period can lead to further disciplinary action.

2. Warning. The student offender will receive verbal notice that he/she has violated college regulations and/or policies and continuation or repetition of the violation may lead to more severe disciplinary action.
3. Censure. The student offender will receive written notice that he/she has violated college regulations and/or policies.
4. Suspension. The student shall be excluded from classes and/or extracurricular activities and shall lose all rights and privileges of a student in good standing. The term of suspension and the conditions for readmission shall be stated in the notice of suspension. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.
5. Dismissal. The student shall be terminated for a indefinite period of time and may be readmitted to the college only with the specific approval of the President, Vice President, and Director of Student Activities. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.
6. Expulsion. The student shall be terminated permanently without the possibility of readmission to the college. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

VILLA JULIE COLLEGE CAMPUS



showing location of buildings, other facilities

1. **Visitors Parking**
2. **Reception Center**
3. **Learning Center**
   Administration Offices
   Registrar's Office
   Conference Rooms
   Library
   Classrooms
   Inscape Theatre
   (2nd Floor)
4. **Art Wing**
   Exhibition Hall
   Studios
   Photo-Darkroom
5. **Student Center**
   Food/Beverage Area
   Lecture Hall
   Student Personnel Offices
6. **Henry J. Knott, Jr. Hall**
   Classrooms
   College Store
7. **Admissions Office**
8. **Student/Faculty Exchange**
   Office of Career Services
   Cafe
   Reading Room
   Meeting Room
   Faculty Offices
9. **Mueller House**
   Faculty Offices

All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Villa Julie campus, with full protection for the rights of all.

An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the college.

However, if any questions remain unanswered, the student should feel free to contact any member of the college staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

Have a happy year!

Notice of Nondiscriminatory Policy

Villa Julie College admits students of any race, color, sex, religion, national or ethnic origin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, religion, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other College-administered programs. The college is committed to providing all students with an educational environment free of bias, discrimination, intimidation or harassment. In this regard, Villa Julie College complies with all relevant federal, state and local laws. The college also complies with all applicable laws and federal regulations regarding prohibition of discrimination and accessibility on the basis of age, condition of handicap, veteran status, or otherwise. Students needing special accommodation to ensure barrier free access should contact the Section 504 Counselor.

VILLA JULIE COLLEGE

A CO-EDUCATIONAL, FOUR-YEAR,
PRIVATE COLLEGE OFFERING
THE BACHELOR'S AND
ASSOCIATE DEGREES

STEVENSON, MD 21153

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